

# 21st TSC Civilian In-processing Checklist

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Section: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

*Civilians must in-process ALL areas before they are released to their sections.  
Upon completion, this checklist MUST be returned to the CPA office.*

Location:	Purpose:	Initial/Date:
<b>Panzer Kaserne</b>		
CPA Office, Bldg 3001, Room 302, 484-7191/8701	Sign-In	
G6, Network Branch, Bldg 3002, 484-7876	E-mail Account	
G2, Security Branch, Bldg 3003, 484-7795	Security Pass	
Installation Coordinator, Bldg 3007, 484-8148	Vehicle Sticker	
Mail Room, Bldg 3002, 484-7710	Mailbox	
PAC, Bldg 3005, 484-7215	Ration Card	
Chief of Staff, Bldg 3001, 484-7758 (Call for Appointment!)	Welcome Meeting with CofS	
<b>Pulaski Barracks</b>		
CPAC, Bldg 2925, Wing B, Room 125, POC: Ms. Zacher, 489-6608	In-Process with CPAC	
415th BSB Newcomers Orientation, Bldg 2891, 489-6476	1 Week Orientation class for Newcomers	
<b>Vogelweh</b>		
Housing Office, Bldg 1001, 489-6671	Housing requirements	
Drivers Testing, Bldg 2932, 489-7191	Drivers License	
<b>Kleber Kaserne</b>		
ID Card Section, Bldg 3245, Room 103, 483-7662	ID Cards	